

SMART GOALS – TEMPLATE

SMART goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed.

A SMART goal is:

Specific (and strategic): Linked to job description, departmental goals/mission, and/or overall organizational goals and strategic plans. Answers the question—Who? and What?

Measurable: The success toward meeting the goal can be measured. Answers the question—How?

Attainable/Achievable: Goals are realistic and can be achieved in a specific amount of time and are reasonable.

Relevant and realistic: The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.

Time frame: Goals have a clearly defined time-frame including a target or deadline date.

Examples:

Not a SMART goal:

- Employee will improve his/her writing skills.

Does not identify a measurement or time frame, nor identify why the improvement is needed or how it will be used.

SMART goal:

- The Department has identified a goal to improve communications with administrative staff by implementing an internal departmental newsletter. Elaine will complete a business writing course by May 2015 and will publish the first monthly newsletter by September 2015. Elaine will gather input and/or articles from others in the department and draft the newsletter for supervisor review, and when approved by supervisor, distribute the newsletter to staff by the 15th of each month.

SMART Goal Planning Form

Specific – WHO? WHAT?

Measurement/Assessment – HOW?

Attainable/Achievable – REASONABLE?

Relevant and Realistic – EXPECTED RESULT?

By

Timed Frame – WHEN?